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INTEROFFICE MEMORANDUM
Longview Fibre Co.

DATE: August 29, 1996

FROM: David Mendenhall

COPIES: RGG RGE ADW JFD
TOK WJD

TO: Regional Vice-Presidents/ Plant Managers
RHW JCW EVO JGK EHP GHC DLB
DFA ~~TDC~~ ERS DEL LJU SWC CAM
HMJ GTR LCN RLL LEC

SUBJECT: Management of Environmental Projects

Attached to this memo you will find a guidance document that is to be followed whenever an environmental problem arises at any of your facilities. This is roughly how we have been handling these problems for the past few years, but now we have a set procedure to follow. It has become very important to keep track of environmental costs for each individual plant. I hope that this guidance will help you understand the roles of each group at Longview Fibre that is involved with these projects.

Thank you for your help and cooperation.

IOMBP2

MOST OF YOU HAVE ALREADY RECEIVED THIS MEMO, BUT THERE IS A CORRECTION ON PAGE 2 OF THE PROCEDURE. FOR SOME REASON THE COMPUTER DID NOT PRINT PARAGRAPH C ON THE TOP OF PAGE 2. WE ALSO HAVE A NEW D.I. # 01.E007 THAT HAS BEEN ISSUED SINCE THE ORIGINAL MEMO WAS SENT, IT DEALS WITH THE SAME SUBJECT.

LFC003507

PROCEDURE FOR ENVIRONMENTAL COMPLIANCE

A method for management of environmental projects within the Longview Fibre Corporate structure. These steps should be taken as quickly and accurately as possible.

I. Plant or Facility Manager -

- A.. Determine if a environmental problem actually exists.
- B. Find out as much about the problem as possible.
- C. Call the corporate environmental office in Longview, contact either: David N. Mendenhall ext. 2990 or Alan D. Whitford ext. 2986
- D. Set up separate purchase order (P.O.) for subcontractor or contractor that will do the work at the plant site if not handled through corporate.
- E. Read reports from consultants and Longview as they are generated and respond to them as necessary.
- F. Keep corporate environmental informed of progress at the facility or plant.
- G. Send copies of any legal documents (permits, orders, penalties, etc.) to corporate environmental. Fax a copy if it is not too many pages.

II. Corporate Environmental -

- A. Determine what the problem is and whether LFCo can handle compliance or a consultant should be brought in to work with the plant.
- B. Contact the corporate consultant or a local environmental engineering firm to discuss the problem and possible solutions.

- C. Consult with Longview Tax Accounting to set up a work order (W.O.) or charge number file to keep records of all costs associated with the project.
- D. Work with the environmental consultant to determine work to be done and costs.
- E. Recommend scope of work to facility or plant manager in writing, with a copy to the division vice-president.
- F. Upon approval of the manager, handle paper work for purchase orders (P.O.s) for consultants and possibly subcontractors needed to do the work. Approval must be in writing in the form of a letter, REA or RCA depending on the amount of money to be spent.
- G. Distribute reports to the appropriate people as work progresses.
- H. Keep accounting apprised of costs associated with the project and progress towards completion.
- I. Notify the Tax Department when the work order is closed.

III. Corporate Tax Accounting -

- A. After contact with environmental set up a separate W.O. number or charge number for each project at each location. Let environmental know the numbers as they are generated.
- B. Keep files on the costs of each separate environmental cleanup or study project.

IV. Corporate Cost Accounting

- A. Set up quarterly meetings between accounting, environmental, corporate council, RGG and LJH to discuss corporate environmental costs.
- B. Produce a quarterly report on the current status of on-going environmental projects to be used at the quarterly meeting.

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